

ROUTING AND TRANSMITTAL SLIP Date **5 Nov 85**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	EM	5 Nov
2. Active SDDS	[Signature]	5 NOV 1985
3. DDA	[Signature]	5 NOV 1985
4.		
5. DDA/Reg		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/OZ
D/OP
D/OF

done
11/5/85

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

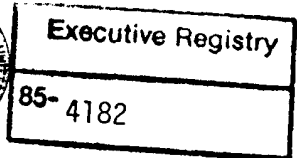
		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
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5	DDI				
6	DDA		X		
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Remarks

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4 Nov 85
Date

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GENERAL
SERVICES ADMINISTRATION

OFFICE OF
PERSONNEL MANAGEMENT

OFFICE OF
MANAGEMENT AND BUDGET

October 31, 1985

85-3766

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: **TERENCE C. GOLDEN**
Administrator of General Services

CONSTANCE HORNER
Director, Office of Personnel Management

JAMES C. MILLER III
Director, Office of Management and Budget

SUBJECT: Cooperative Administrative Support Units

For the past several months, staff members from a group of agencies have been promoting the "common services" concept. In brief, the idea advances the sharing of resources to provide administrative support functions at the facility level in multi-tenant Federal buildings. The President's Council on Management Improvement (PCMI) has endorsed the establishment of several prototype sites. They are to be established across the country over the next year in order to evaluate the most effective means of implementing such a program on a larger scale.

This national program, known as the Cooperative Administrative Support Unit (CASU) Program, can yield significant benefits to all agencies with field installations, including improved quality of service and reduced costs of delivery. The program is a significant cornerstone of the Administration's management systems initiative. It serves to further many of the other efforts under that initiative, such as sharing of administrative systems and development of government-wide standards.

Six members of the PCMI serve as the "Board of Directors" for the Cooperative Administrative Support Unit Program. An interagency working staff will provide day-to-day direction for the establishment and operation of the prototype sites.

The interagency staff will work with the agencies located in multi-tenant buildings to develop and select prototype sites. The staff also will keep the appropriate headquarters offices informed of the activities at prototype sites where they have field employees.

This program has the potential for yielding great benefits for participating agencies and, of course, for the American taxpayer. We hope that each of you will give the Cooperative Administrative Support Unit Program your personal attention, and that your staffs will work with the interagency CASU staff and your field installations to put into place an effective network of shared administrative support across the country.